



WELCOME TO THE 2020 ALLIANCE BUILDING & TRAINING SESSION

STUDENT AMBASSADOR AGENDA

NATIONAL INSTITUTE FOR
WORK & LEARNING

AGENDA FOR:
Bracknell, United Kingdom
High Wycombe, United Kingdom
Limerick, Ireland

TIME ZONE:
GMT +1

fhi
360
THE SCIENCE OF
IMPROVING LIVES

SEPTEMBER 11, 2020

WELCOME TO THE 2020 ABTS!

We are thrilled that you will be attending the 24th annual Bridge to Employment (BTE) Alliance Building and Training Session (ABTS). Hosted by Johnson & Johnson and FHI 360, this year's event will take place on September 28 – 30, 2020.

In response to the challenges imposed by COVID-19, we shifted the ABTS to a virtual platform. This is our first virtual conference, and it will certainly go down in BTE history! While we are disappointed that we can't be together in person, we were presented with a wonderful opportunity to engage additional partners and students from current and self-sustaining sites around the globe in the rich learning, sharing, and networking experienced at the ABTS.

We are thrilled that 75 representatives from 20 current and alumni BTE sites plan to participate in the ABTS and 13 Student Ambassadors were selected to represent their local program. In addition, we expect a high percentage of our 330 BTE volunteers and 650 students to watch the LIVE EVENTS!, which will be broadcast on the BTE Website (www.bridge2employment.org) each day.

To retain the spirit of the ABTS, we are implementing some creative agenda items:

- **Keynote.** A motivational session that addresses adversity in the 21st century and ways in which our young people can become advocates and leaders within their communities.
- **Alumni Panel.** Hear directly from BTE alumni – their thoughts and reflections about the BTE program, the impact the program had on their lives, and where they are now.
- **Challenge Project.** Collaborate with fellow Student Ambassadors, as well as connect with a variety of BTE program partners and participants, to successfully develop digital materials to help advance future BTE programming. Student Ambassadors who successfully complete this challenge, along with other ABTS activities, will receive a Virtual Communications digital badge!
- **ABTS Afterhours.** Get to know your peers at these informal (and optional) sessions, including an escape room, movie night, and game night!

We hope this year's ABTS will leave you feeling inspired, renewed in purpose, and excited to continue our work with the Johnson & Johnson BTE program. We encourage you to soak up this year's ABTS experience, make connections, be open to new ideas, and find ways to form lasting relationships across sites. Learn as much as you can!

Please take a few moments to review the contents of this packet, including the agenda and logistical information.

Our team looks forward to "seeing" you on September 28th!

ABTS LOGISTICS

About the Session

The Alliance Building & Training Session (ABTS) is an annual professional development, learning and networking experience for local BTE site representatives, but most especially, for the 13 Student Ambassadors that have been selected to represent their local BTE sites.

Throughout the ABTS, attendees will have the opportunity to share experiences and learn about successful programs and best practices. BTE Alumni and BTE Student Ambassadors will discuss the impact of BTE and reveal their favorite program activities, and FHI 360 staff will be available to answer pertinent questions and support continuous improvement of local programs. Ample opportunities are available for networking and building cross-site learning and exchanges.

We hope that you will take full advantage of all the opportunities that the ABTS has to offer.

Key Contacts

FHI 360, National Institute for Work & Learning (NIWL)

Lisa Johnson

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ABTS 2020 FAST FACTS

24

2020 marks the ABTS's 24th anniversary.

20

Current and Alumni BTE sites from 10 Countries.

13

Student Ambassadors representing 7 BTE sites.

75

BTE partners, including 30 Johnson & Johnson employees, 25 NGO representatives, and 20 educators/school administrators.

3

Networking opportunities. Join your peers for an interactive escape room, movie night, or game night!

1

LIVE SESSION each day.

J&J Volunteers & BTE Students can view the three sessions at www.bridge2employment.org.

Technology

Most ABTS Student Ambassador sessions will take place using the Blackboard Collaborate (BBC) platform. Ambassadors can join the sessions through a web browser without installing any extra software and do not need to create a BBC account to participate. However, for the best possible user experience, we highly encourage you to use a desktop or laptop for the ABTS. There is only one BBC link that will be used for all of the ABTS sessions. Simply refer to any of the BBC hyperlinks in the agenda on pages 8-13 to access the BBC room.

There will also be a few general ABTS sessions that will take place using the ZOOM platform. Ambassadors can join these sessions through a web browser without installing any extra software and do not need to create a ZOOM account to participate. However, for the best possible user experience, we highly encourage you to download and install the free ZOOM desktop app with webcam prior to the ABTS. ZOOM is also available for free download on your smartphone or other devices for ease of use.

All Student Ambassadors should ensure access to working technology devices (i.e., desktop, laptop, tablet, and/or smartphone), as well as access to stable internet. Technology and internet are essential elements to this year's ABTS. Additionally, all Student Ambassadors are expected and encouraged to make use of their video cameras- we want to see you!

Meeting Links

FHI 360 will send a calendar invite to all Student Ambassadors for the ABTS. A separate invite will be sent for each session listed on the Agenda (see pages 8-13). The Blackboard Collaborate and ZOOM meeting link, meeting ID, and password will be listed in the NOTES section of the invitation. Be sure to accept all meeting invitations to automatically populate your calendar.

To access a specific session, simply go to the calendar invite and click on the URL link listed in the NOTES section; then enter the Meeting ID and Password (if prompted).

You can also access each session through the hyperlinks listed in the ABTS agenda. If you have any difficulties accessing links, online rooms, or any other challenges during the ABTS, please contact Tiffany Nesbey (tnebsey@fhi360.org) or Cherine Smith (csmith@fhi360.org).

ZOOM Rooms

Zoom rooms can be used for room-only attendees, or remote attendees joining from another room, from their desktop, or from their mobile device.

ZOOM Backgrounds

ABTS participants consistently indicate that one of the most important session takeaways is the ability to learn about each other – our culture, history, and background.

To retain our esprit de corps, we ask that all attendees use a ZOOM background that represents their BTE location during the Opening Session on September 29, 2020 at 2pm GMT+1.

Here's how to upload a background photo:

1. Log into ZOOM.
2. Go to **Settings**.
3. Tap **More** in the controls.
4. Tap **Virtual Background**.
5. Tap + to upload a new image.
6. The new background will be automatically applied.

A Favorite Recipe

“Recipes are like poems; they keep what kept us.” – Henri Coulett

The sharing of recipes is a unique way to capture people coming from different cultural backgrounds. Recipes remind us of when we shared a table to dine, to laugh, to learn, and to share our stories and unique worldview.

ABTS participants are encouraged to email a favorite recipe to Cherine Smith (csmith@fhi360.org) by **Friday, September 18, 2020**. Recipes will be captured and shared during the ABTS.

LIVE EVENTS!

This year’s virtual platform provides a great opportunity to engage and involve Johnson & Johnson volunteers and BTE students from around the globe – especially those who would not normally be able to attend in person – in the ABTS learning.

We are hosting three LIVE EVENTS (one each day of the ABTS); these sessions will also be recorded and available for future viewing on the BTE Website. Please share this information with your BTE peers and family and encourage them to go to www.bridge2employment.org and watch:

LIVE EVENTS!	
SEPTEMBER 28 4 PM – 5 PM GMT+1	BTE ALUMNI PANEL
SEPTEMBER 29 7 PM – 8 PM GMT+1	STUDENT AMBASSADOR FISHBOWL
SEPTEMBER 30 7 PM – 8 PM GMT+1	STUDENT AMBASSADOR SHOWCASE

Session Recordings

Please note some ABTS sessions will be recorded. BTE is a global program operating in many different time zones, and we recognize that partners and students may not be able to participate in the ABTS during the specified session times. As a result, we will be recording select sessions and posting to the BTE Website for future viewing and learning.



Rules of Virtual Conference Etiquette¹

1. **Be prepared.** Review the agenda and other relevant documents, in advance. Be prepared for technical difficulties: test your technology in advance and log on to the meeting in good time to make sure everything's working properly. Make sure the connection is stable and that you have a backup plan if necessary.
2. **Be aware of your surroundings.** Make sure your space is professional, organized and clean. No beds (unmade or made) in the background. Pick a location with plenty of light and a neutral background. Work from a quiet room free from background noise to a minimum during the online meeting. Make sure others around you know that you're working so they respect your space.
3. **Dress Appropriately.** This is a work meeting and you should treat it that way. Dress as you would in an office conference room. It'll help you stay focused and in "work" mode.
4. **Mute your microphone when you're not talking.** When you're not talking, it's best to mute your microphone. This is especially important if you're joining the call from somewhere with unavoidable background noise.
5. **Stay present.** Give your full attention to the meeting — no multitasking. While it may be tempting to check your inbox, don't do it! You may miss something critical, and you'll get so much more out of the conference if you distance yourself from distractions that can wait until later. Turn off any smartphone or computer notifications.
6. **Engage.** Use the webcam and always look into the camera. Stay seated. Use attentive body language: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much. Ask questions and participate in the chat.
7. **Eat before or after sessions,** not during the virtual meeting.
8. **Don't forward meeting invitations or links.** Participants were invited to the meeting for a purpose. Just like you wouldn't call on people to sit in during a traditional meeting uninvited, you shouldn't make surprise invitations during an online one.

¹ Adapted from "The 7 Rules of Virtual Meeting etiquette Every Professional Should Know," GoToMeeting (Mar 20, 2020) and "Etiquette for online meetings: 10 things you need to know," Express Virtual Meetings (accessed Sept 9, 2020).

How to Look Your Best in a Video Meeting²

Lighting

- Use natural light from a window to light your face and video frame.
- Make sure the light is in front of your computer screen or camera.
- Make sure that you are not backlit, or make sure that there is more light in front of you than behind you.
- Additional option: Position house lights or lamps to complement the natural light or low-light situations.
 - Typically, a more directional light like mobile lamp should be positioned front-left or front-right. Front-center could create shadows or appear too harsh.

Framing

- Position your computer/camera and yourself so that you are eye level with the lens.
 - Tip: Use books or boxes to elevate your laptop to eye level.
- Make sure that you are filming your video horizontally (not vertically).
- Center your face in the frame.
- Make sure that there is some head room (space between the top of your head and the top of the frame).
- Avoid close-up shots of only your head. Try to include at least your shoulders in the frame.
- Make sure that your camera or computer is on a stable surface or a tripod. Avoid holding it in your hand.

Background

- Avoid busy or cluttered backgrounds.
 - Either pick a background or space that could complement the story or message, such as a bookshelf or desk space, *OR* go with a neutral background.
- Make sure that there is at least a few feet of space between you and the background behind you. (This will give a bit more depth to the video.)
- If you are using the FHI 360 branded virtual background, make sure that there is enough contrast between you (and what you are wearing) and the background color, but not so much that it's stark or appears backlit. e.g.:
 - Avoid wearing white on a white backdrop, or dark grey on a dark grey backdrop.
 - Avoid wearing red/orange/yellow on an orange backdrop.
 - Avoid a bright white backdrop if your outfit and lighting is darker (video will appear backlit).
- Avoid wearing very busy or detailed patterns, such as small stripes.

² FHI 360 (2020). How to Look Your Best in a Video Meeting (accessed September 11, 2020).

2020 ABTS AGENDA

MONDAY, SEPTEMBER 28, 2020

TIME	SESSION	LINK
12:00 PM GMT+1	WELCOME Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	BBC
12:45 PM GMT+1	BTE SITE VIDEO SHOWCASE <ul style="list-style-type: none"> 7:45 AM: Athens, GA 7:52 AM: Bracknell, UK 7:59 AM: East London, SA 8:08 AM: Helsingborg, SW 8:15 AM: High Wycombe, UK 8:22 AM: Limerick, IR 8:29 AM: New Brunswick, NJ 8:36 AM: Q&A Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 	BBC
1:45 PM GMT+1	BREAK	
2:00 PM GMT+1	YOUTH MOTIVATIONAL ENGAGEMENT Motivational speaker, Chris Singleton, will provide a session that addresses adversity in the 21st century and ways in which young people can become advocates and leaders within their local communities. Facilitated by: <ul style="list-style-type: none"> Cherine Smith, FHI 360 	ZOOM
3:00 PM GMT+1	BREAK	
4:00 PM GMT+1	BTE ALUMNI PANEL- LIVE! BTE alumni will kick off the session by sharing and reflecting on their BTE experience and how it prepared them for the future. The panel will be followed by a Q&A session moderated by members of the 2020 BTE Youth Leadership Council (YLC) Panelists: <ul style="list-style-type: none"> Rodica Draganoiu, BTE Romania Alumna Kaleb Jimenez, BTE Santa Ana, California, USA Alumnus Brenda Martinez, YLC 2020 Member and BTE Mexico City, Mexico Alumna Aliyah Saleem, YLC 2020 Member, Pathway to Success Participant, and BTE-Bound Brook, New Jersey, USA Alumna Moderator: <ul style="list-style-type: none"> Viridiana Herrera, YLC 2020 Member, Pathway to Success Participant, and BTE-New Brunswick, New Jersey, USA Student 	ZOOM LIVE!

MONDAY, SEPTEMBER 28, 2020 CONTINUED

TIME	SESSION	LINK
5:00 PM GMT+1	DIGITAL BADGE OVERVIEW <ul style="list-style-type: none"> Digital Badge Overview Virtual Communication Badge Overview Acclaim Registration Active v. Passive Listening Taking Responsibility for Your Communication Empathetic Listening for Leaders <p>Facilitated by:</p> <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 	BBC
6:30 PM GMT+1	ABTS PROJECT OVERVIEW & TRAINING <ul style="list-style-type: none"> Project Overview Adobe Premier Rush Training <p>Facilitated by:</p> <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Jessica Wabara Baker, FHI 360 	BBC
7:00 PM GMT+1	PROJECT BREAKOUT GROUPS & ADOBE VIDEO CLIPS <p>Facilitated by:</p> <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 Jessica Wabara Baker, FHI 360 <p>Moderators:</p> <ul style="list-style-type: none"> Yeina Castro, YLC 2020 Member, BTE Yumbo, Colombia Alumna Viridiana Herrera, YLC 2020 Member, Pathway to Success Participant, and BTE-New Brunswick, New Jersey, USA Student Brenda Martinez, YLC 2020 Member, BTE Mexico City, Mexico Alumna 	BBC
7:45 PM GMT+1	REFLECTION <p>Recap and reflection of today's sessions. Review of next day logistics. Opportunity to address any outstanding questions or concerns.</p> <p>Facilitated by:</p> <ul style="list-style-type: none"> Cherine Smith, FHI 360 Tiffany Nesbey, FHI 360 	BBC
TBD	ABTS AFTERHOURS: VIRTUAL ESCAPE ROOM <p>An optional networking opportunity for Student Ambassadors to have fun, socialize, and get to know one another outside of the scheduled ABTS sessions. Time and online location will be determined by Student Ambassadors during ABTS.</p> <p>Facilitated by:</p> <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	TBD

TUESDAY, SEPTEMBER 29, 2020

TIME	SESSION	LINK
12:00 PM GMT+1	GETTING TO KNOW YOU Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	BBC
12:30 PM GMT+1	PREPARING FOR VIDEO INTERVIEWS <ul style="list-style-type: none"> Developing Effective Interview Questions Conducting Successful Digital Interviews Storytelling That Moves Using Adobe Premier Rush Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 Jessica Wabara Baker, FHI 360 	BBC
2:00 PM GMT+1	ABTS WELCOME & OPENING REMARKS Welcome & Roll Call Lisa Johnson, FHI 360 Opening Remarks Michael Bzdak, Johnson & Johnson Ice Breaker Amanda McMahon, FHI 360 For this session, all participants should use a ZOOM background that represents their BTE location. See the instructions outlined on page 4 for information on how to upload / set a new background image.	ZOOM
2:45 PM GMT+1	VIDEO INTERVIEWS Student Ambassadors will conduct recorded virtual interviews with the following group of BTE program partners and capture their BTE experiences, impact, lessons learned, and more. <ul style="list-style-type: none"> BTE Students BTE Volunteers BTE Program Partners Pathway to Success Participants Facilitated by: <ul style="list-style-type: none"> ABTS Student Ambassadors Moderators: <ul style="list-style-type: none"> Yeina Castro, YLC 2020 Member, BTE Yumbo, Colombia Alumna Viridiana Herrera, YLC 2020 Member, Pathway to Success Participant, and BTE-New Brunswick, New Jersey, USA Student Brenda Martinez, YLC 2020 Member, BTE Mexico City, Mexico Alumna Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	BBC
3:45 PM GMT+1	BREAK	

TUESDAY, SEPTEMBER 29, 2020 CONTINUED

TIME	SESSION	LINK
4:45 PM GMT+1	VIDEO EDITING & GROUP BREAKOUT ROOMS Facilitated by: <ul style="list-style-type: none"> ABTS Student Ambassadors Moderators: <ul style="list-style-type: none"> Yeina Castro, YLC 2020 Member, BTE Yumbo, Colombia Alumna Viridiana Herrera, YLC 2020 Member, Pathway to Success Participant, and BTE-New Brunswick, New Jersey, USA Student Brenda Martinez, YLC 2020 Member, BTE Mexico City, Mexico Alumna Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 Jessica Wabara Baker, FHI 360 	BBC
6:45 PM GMT+1	BREAK	
7:00 PM GMT+1	STUDENT AMBASSADOR FISHBOWL- LIVE! Hear directly from the BTE Students Ambassadors – their thoughts and reflections on student engagement, building relationships with BTE volunteers, and virtual learning. Small groups of students will “fishbowl” together and talk about the open-ended topics. Attendees and other students can share their views and ask questions during each round. Panelists: <ul style="list-style-type: none"> ABTS Student Ambassadors Moderators: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Yezenia Ramos, Johnson & Johnson 	ZOOM LIVE!
7:45 PM GMT+1	REFLECTION Recap and reflection of today’s sessions. Review of next day logistics. Opportunity to address any outstanding questions or concerns. Facilitated by: <ul style="list-style-type: none"> Cherine Smith, FHI 360 Tiffany Nesbey, FHI 360 	BBC
TBD	ABTS AFTERHOURS: MOVIE NIGHT An optional networking opportunity for Student Ambassadors to have fun, socialize, and get to know one another outside of the scheduled ABTS sessions. Movie, time, and online location will be determined by Student Ambassadors during ABTS. Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	TBD

WEDNESDAY, SEPTEMBER 30, 2020

TIME	SESSION	LINK
12:00 PM GMT+1	VIRTUAL SCAVENGER HUNT Facilitated by: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 	BBC
12:45 PM GMT+1	VIDEO EDITING & GROUP BREAKOUT ROOMS Facilitated by: <ul style="list-style-type: none"> ABTS Student Ambassadors Moderators: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 Jessica Wabara Baker, FHI 360 	BBC
3:45 PM GMT+1	BREAK	
4:45 PM GMT+1	VIDEO EDITING & GROUP BREAKOUT ROOMS Facilitated by: <ul style="list-style-type: none"> ABTS Student Ambassadors Moderators: <ul style="list-style-type: none"> Tiffany Nesbey, FHI 360 Cherine Smith, FHI 360 Jessica Wabara Baker, FHI 360 	BBC
5:45 PM GMT+1	STUDENT AMBASSADOR SHOWCASE WALK-THRU	ZOOM LIVE!
6:30 PM GMT+1	BREAK	
6:45 PM GMT+1	STUDENT AMBASSADOR SHOWCASE Student Ambassadors present their team-based “Challenge Projects” and showcase their learning. Note, Student Ambassadors will regroup at 6:45 PM but will go live at 7:00 PM. Challenge Project Overview Tiffany Nesbey, FHI 360 Team Presentations <ul style="list-style-type: none"> Student Recruitment Volunteer Recruitment BTE Around the Globe A Pathway to Success Student Ambassador Recognition Cherine Smith, FHI 360 Closing Remarks Michael Bzdak, Johnson & Johnson	ZOOM LIVE!

WEDNESDAY, SEPTEMBER 30, 2020 CONTINUED

TIME	SESSION	LINK
7:45 PM GMT+1	<p>HOW TO WRITE A BLOG POST</p> <p>FHI 360 will host a brief session on the basics of writing a blog post. Student Ambassadors will learn the basic structure of a blog, as well as do's and don'ts to a successful post. Student Ambassadors will be tasked with writing a blog post capturing their ABTS experiences.</p> <p>Facilitated by:</p> <ul style="list-style-type: none"> • Lisa Suits, FHI 360 	BBC
8:00 PM GMT+1	<p>REFLECTION</p> <p>Recap and reflection of today's sessions. Review of next day logistics. Opportunity to address any outstanding questions or concerns.</p> <p>Facilitated by:</p> <ul style="list-style-type: none"> • Cherine Smith, FHI 360 • Tiffany Nesbey, FHI 360 	BBC
TBD	<p>ABTS AFTERHOURS: GAME NIGHT</p> <p>An optional networking opportunity for Student Ambassadors to have fun, socialize, and get to know one another outside of the scheduled ABTS sessions. Game, time, and online location will be determined by Student Ambassadors during ABTS.</p> <p>Facilitated by:</p> <ul style="list-style-type: none"> • Tiffany Nesbey, FHI 360 • Cherine Smith, FHI 360 	TBD